PERFORMANCE WORK STATEMENT

ENGINEERING SUPPORT SERVICES

FOR

NAVY DATA CENTER APPLICATION OPTIMIZATION (DCAO) APPLICATION MODERNIZATION, VIRTUALIZATION AND MIGRATION TASKS

27 May 2014

INTRODUCTION

The Space and Naval Warfare Systems Command (SPAWAR) is acquiring engineering services to transition systems and applications residing at Navy legacy data centers to the Navy Enterprise Data Centers (NEDCs); the Next Generation Enterprise Network (NGEN)/Navy Marine Corps Intranet (NMCI); DoD's Defense Information Services Agency (DISA); and commercial hosting facilities.

1.0 BACKGROUND

The Federal Data Center Consolidation Initiative (FDCCI) effort directs all Federal agencies to consolidate data centers and improve efficiency of all Information Technology (IT) operations. The goal is to reduce costs, enhance IT security posture, apply best practices, and promote energy efficiencies.

In response, the Secretary of the Navy, through the Navy's Chief Information Officer (DON CIO), established the Data Center Consolidation Task Force (DCC TF) and identified SPAWAR as the lead. The DCC TF became the Data Center and Application Optimization (DCAO) office in late 2012. The DCAO is providing robust and secure Navy data center operations. This office has been tasked to achieve savings by reducing the number of data centers, servers, and applications. The DCAO oversees the consolidation process and the transition from legacy data centers to the NEDCs (currently located in San Dieg, CA, New Orleans, LA and Charleston, SC), NGEN/NMCI, DISA, and commercial hosting facilities.

The data center consolidation effort includes stakeholders from across the Navy: SPAWAR Headquarters; SPAWAR Systems Center Pacific (SSC PAC); SPAWAR Systems Center Atlantic (SSC LANT); Program Executive Office for Enterprise Information Systems (PEO EIS); Echelon II Chief Information Officers; and System and Application owners. The effort works in concert with SPAWAR's Chief Engineer to execute SPAWAR's role as the Navy's single IT technical authority. SPAWAR competencies provide functional expertise, such as engineering, contracting, program management, financial execution, and legal counsel.

2.0 SCOPE

The Contractor shall provide non-personal services for the modernization, virtualization, and migration of the systems and applications hosted within legacy data centers into an authorized hosting facility to include NEDCs, NGEN/NMCI, DISA, and commercial hosting facilities. The Contractor shall also provide overall project management of the work performed in this order.

The SPAWAR objective for this order is to consolidate current IT systems and applications under the Navy IT portfolios which are currently hosted at Navy legacy data centers. The intent of this order is to consolidate these legacy data centers into the NEDCs, NGEN/NMCI, DISA, or commercial hosting facilities. Each legacy data center varies in number of systems and applications to be transitioned and integrated and has historically shown approximately 80% x86 systems to include Windows and LINUX, and approximately 20% UNIX, predominantly Solaris.

As of now, the PWS'anticipated scope is 61 legacy sites for an estimate of 5614 servers. A complete list of legacy sites will be provided at contract award. The list of legacy sites will continue to fluctuate and will be released the month prior to the start of each fiscal year.

3.0 APPLICABLE DIRECTIVES/DOCUMENTS

The Contractor shall adhere to the following documentation or any revisions/updates thereof in the performance of the tasks identified in Section 4.0 Performance Requirements of this PWS. In the event that a revision or update is perceived to be a change to the contracted agreement, then prior to implementation, the Task Order Contracting Officer Representative (COR) and Procuring Contracting Officer (PCO) shall be notified and apprised of the impacts of the change in accordance with the "Changes" clause in the base contract. PCO authorization of changed work is required prior to implementation.

DOCUMENT TYPE	NO. / VERSION	TITLE	DATE
DON CIO Memorandum		DEPARTMENT OF THE NAVY (DON) DATA CENTER CONSOLIDATION (DCC) POLICY GUIDANCE	20 Jul 2011
DoD Directive (DoDD)	5000.01	The Defense Acquisition System	12 May 2003
DoDI	5000.02	Operation of the Defense Acquisition System	25 Nov 2013
National Policy	#11	National Policy Governing the Acquisition of IA and IA-Enabled IT Products	June 2003
DoD Instruction	8500.01	Cyber Security	14 Mar 2014
DoD Instruction	8510.01	Risk Management Framework (RMF) for DoD Information Technology (IT)	12 Mar 2014
DoD Instruction	8551.1	Ports, Protocols, and Services Management (PPSM)	13 Aug 2004
DoD Instruction	5200.01	DoD Information Security Program	09 Oct 2008
DoD Directive	5200.02	DoD Personnel Security Program	21 Mar 2014
DoD Directive	5200.2-R	DoD Personnel Security Program	Jan 1987
SECNAV Manual	M-5510.30	DoN Personnel Security Program	Jun 2006
DoD Directive	8570.01-M	Information Assurance (IA) Training, Certification and Workforce Management	19 Dec 2005
SECNAVINST	5510.30B	Department of the Navy (DoN) Personnel Security Program (PSP) Instruction	6 Oct 2006
OPNAVINST	N9210.3	Safeguarding of Naval Nuclear Propulsion Information (NNPI)	7 Jun 2010
SECNAVINST	5239.3B	Department of the Navy Information Assurance (IA) Policy	17 Jun 2009
SPAWAR Standards	1.13	SPAWAR System and Application Hosting Standards	12 Dec 2013

4.0 PERFORMANCE REQUIREMENTS

The use of the words "design" and "development" in this PWS refers to the everyday efforts to support modernization, virtualization, and migration and is not intended to convey any increase of capacity to those systems, or the design and development of any new system capability. The use of the phrase "Government approved hosting environment/facility" in this PWS refers to NEDC, NGEN/NMCI data centers, DISA, or commercial hosting facilities. The use of standards, guidelines, and policies in this PWS refers to DISA, NMCI/NGEN, DoD, DoN, SPAWAR, and NCOSE.

All required written documentation, reports, briefing materials, viewgraphs, studies, meeting minutes, contracts, and other materials, as described below, shall be submitted in the specified format without content, grammar, spelling, punctuation, or consistency errors.

4.1 Task 1 – Engineering Review Phase

The contractor shall perform a site assessment on all systems and applications prior to conducting any modernization, virtualization, or migration efforts at a specific Navy legacy data center. The Contractor shall, at a minimum, use the most current Application and System Hosting Requirements Document (ASHRD) to compile the required (functional requirements) information for the Government. The ASHRD is a template to be used to collect information regarding each system and/or application.

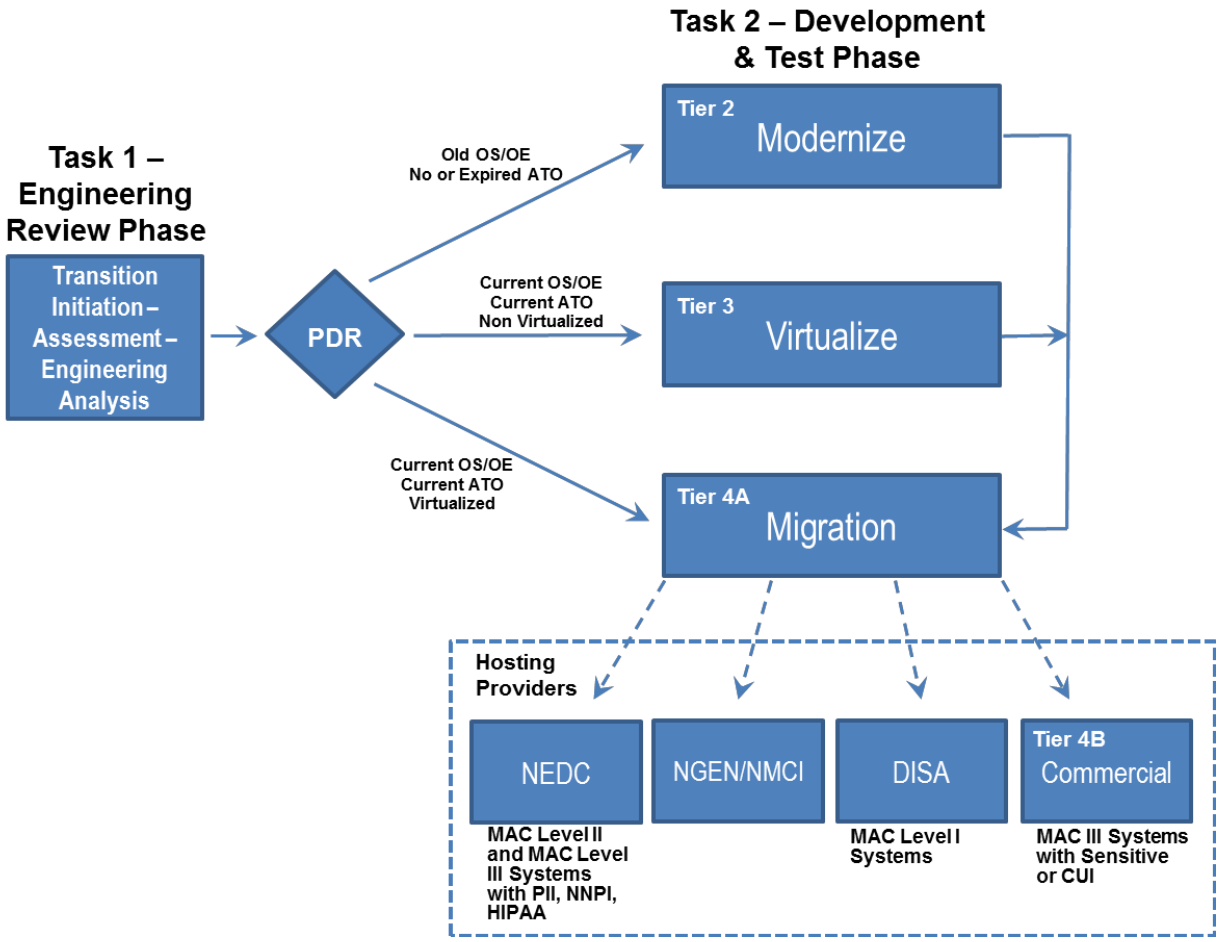
Delievery times of each ASHRD will vary based on number and complexity of applications/servers at a given site. See Attachment 1 for ASHRD templates.

The information collected in the ASHRD shall be used by the Contractor to conduct site visits and perform an engineering analysis (EA) for each system and/or application to support development of the system "To-Be" architecture (diagrams). The Contractor may recommend future hosting site locations for a system and/or application. The recommendation will be reviewed and approved by the Government. The EA shall establish the required modernization, virtualization, or migration effort necessary for a system and/or applications to be hosted in a Government approved hosting environment. The EA report shall contain, at a minimum, a completed ASHRD for each system and/or application, a draft Facility and Application Consolidation Cost Analysis (FACCA), Site Assessment Inventory and Trip Report, an update to the site schedule, Initial Transition Checklist, delivery orders, Risk ID/Mitigation Plan, a Requirements Management Plan, and a "To-Be" architecture (diagrams) (CDRL A001). See Attachment 2 for FACCA template.

4.2 Task 2 – Modernize, Virtualize and Migrate Phase

The Contractor shall modernize, virtualize, and/or migrate systems and applications hosted within legacy data centers into an authorized hosting facility. Depending on the information collected in Section 4.1, applications and systems can enter at any Tier's process (See Figure 1).

Figure 1



4.2.1 Modernization

The Contractor shall modernize legacy applications by assessing and analyzing each system and its components to determine their level of compliance with hosting and security standards, develop a modernization plan to update and test each system and its components to reach compliance levels, and finally, execute the Government approved modernization plan. If modernization is not feasible, the Contractor shall identify alternative implementations that will enable the system to be hosted in a Government approved hosting environment. Modernization plans are required for each system and application and should contain, at a minimum, Transition Checklist Update, an incorporated modernization plan into site schedule, Host Solution Drawings, Service Level Agreement (SLA), and Remote Access Agreement (RAS) Paperwork (System Authorization Access Request-NIPR (SAAR-N), Privileged Access Agreement (PAA), Total Workforce Management System (TWMS) Screenshots, and Information Assurance Manager (IAM) Letter), Test Report, Request For Change (RFC), System Test Plan, Certification & Accreditation (C&A) Plan (DoD Information Assurance Certification and Accreditation Process (DIACAP) Implementation Plan (DIP) and System Identification Profile (SIP), and, if applicable, Public Key Infrastructure (PKI) Request, DISA Whitelist, Change Advisory Board (CAB)/Technical Review Board (TRB) Approval (CDRL A002).

4.2.2 Virtualization

The Contractor shall virtualize legacy applications and systems by identifying all system components not already virtualized, determining if system components can be virtualized and developing a plan to virtualize and test applications, optimizing application designs for a virtual environment, migrating applications to the new virtualized environment, and if virtualization is not feasible, identifying alternative implementations that will enable the system to be hosted in a Government approved hosting environment. Virtualization plans are required for each system and application and should contain, at a minimum, Transition Checklist Update, an incorporated modernization plan into site schedule, Host Solution Drawings, SLA, and RAS Paperwork (SAAR-N, PAA, TWMS Screenshots, and IAM Letter), Test Report, RFC, System Test Plan, C&A Plan (DIP and SIP), and, if applicable, PKI Request, DISA Whitelist, CAB/TRB Approval (CDRL A003).

4.2.3 Migration

The Contractor shall migrate legacy applications and systems by identifying required system hosting standards and parameters for targeted hosting environment, ensuring prospective system to be hosted is compatible with the targeted hosting site (specifications to be provided by Government), coordinating the hosted environments' provisions, gathering all materials and data required for system installation at the targeted hosting facility, and developing and executing the Government approved migration plan. If migration is not feasible, the Contractor shall identify alternative implementations that will enable the system to be hosted in a Government approved hosting environment. In addition, the Contractor shall coordinate the installation and support the system owner in the installation, checkout (testing), and closing out system migration once installation is complete. Migration plans are required for each application/system and should contain, at a minimum, Test Report, Functional and Production Baseline EA, RAS Paperwork, Transition Checklist Update, an incorporated modernization plan into site schedule, Host Solution Diagrams, SLA, and, if applicable, PKI Request, DISA White List, CAB/TRB Approval, Risk Assessment, NMCI-STI Form, BCR (Baseline Change Request Form), and U4010 Form (CDRL A004).

4.3 Tasks Descriptions

4.3.1 Applications Systems Analysis

The Contractor shall provide modifications and recommendations for improvements to engineering designs in support of system/application transition within the contracted period of performance and place the resultant Government approved designs (diagrams) into configuration management (CM) via the Government CM representative. The Contractor shall create, track, and ensure completion of all Government approved hosting environment documentation in support of system/application transition. The Contractor shall be responsible for interpreting necessary compute (capacity planning) requirements, such as virtual CPU and RAM, for individual systems/applications as they migrate into the Government approved hosting environment. Written reports and recommendations will be provided as part of the contract deliverables detailed in Section 5.0 (CDRL A001).

4.3.2 Systems Engineering

The Contractor shall review requirements (System/Network/Application Functional Requirements (SFR)) developed by the Government as it relates to system/application modernization, virtualization, and migration activities for Classified (SIPR) and Unclassified (NIPR) systems. The Contractor shall perform engineering analysis to document all facets of integration and any impact to established (legacy) infrastructure. The Contractor shall document legacy environments in support of system transition and provide as-built system engineering drawings reflecting the current installation design. The Contractor shall create logical and physical designs for these systems that are compatible with the intended hosting environments (CDRL A001).

The Contractor shall implement these new Government approved designs and adhere to standards, guidelines and policies. This includes reviewing the legacy environments and recommending changes to reduce problems for modernization, virtualization, and migration into the NEDCs or other hosting facilities.

The Contractor shall provide technical support to evaluate, recommend, integrate, and implement new system architectures, tools and techniques, and understand and adhere to standards, guidelines and policies for the use and integration of technology.

4.3.2.1 UNIX Systems Engineering

The Contractor shall provide the qualified personnel to support engineering efforts for the implementation of Sun servers, any future released Sun servers or similar computing architecture, and Solaris 10 operating system and higher. The Contractor shall provide technical services to integrate UNIX and Oracle, patch the enterprise level equipment and interpret server operational characteristics, determine the presence of a problem, identify possible solutions that will be approved by the Government, and implement the approved solution in a timely manner.

The Contractor shall possess and apply an advanced understanding of commands and utilities in the engineering and administration of Solaris UNIX systems. The Contractor shall configure and implement SUN Solaris 10 and higher zone configuration in a consolidated work environment, and may be required to configure these zones to support older versions of Solaris, if technical issues arise that prevent the use of Solaris 10 and higher. The Contractor shall understand the interdependencies of products such as Oracle, Microsoft, and other COTS with a SUN backbone and provide engineering solutions for their implementation.

4.3.2.2 Windows System Engineering

The Contractor shall support engineering efforts for the implementation of multiple virtual Windows environments using common commercial hypervisor environments or physical servers within a data center or stand-alone environment. The Contractor shall interpret server operational characteristics and accurately determine the presence of a problem, identify possible solutions that will be approved by the Government, and implement the approved solution in a timely manner.

The Contractor shall apply an advanced understanding of commands and utilities in the engineering and administration of windows systems and configure and implement Windows

2008 or higher, Active Directory, and hypervisor zone configuration in a consolidated work environment. The Contractor shall be required to configure these zones to support older versions of Windows, if technical issues arise that prevent the use of Windows server.

4.3.2.3 Network Engineering

The Contractor shall support engineering efforts for review and implementation of the network requirements for solutions that fit the needs of a data center or stand- alone environment. The Contractor shall interface with NMCI/NGEN, DoN, DoD, and other Federal entities. The Contractor shall ensure that all systems, networks, servers, or associated devices procured for or connected to a Navy network for the purposes of this task have completed DADMS registration and received FAM approval and ensure that all systems integrated, installed, or operational on Navy networks are FAM-approved and registered in DITPR-DON.

4.3.3 Cybersecurity Engineering

The Contractor shall provide expert technical recommendations that conform to Navy Systems Engineering and cybersecurity policies. The Contractor shall possess an advanced knowledge of DoD and Navy cybersecurity engineering and all aspects of RMF process and documentation. The Contractor shall support initial and life-cycle RMF initiatives with regards to its DoD cyber security, sensitive requirements initiative (DoDI 8500.01), and MAC II/III. The Contractor shall perform a gap analysis on all existing DIACAP/RMF documentation which may include Certification and Accreditation Plans, Risk Management Plans, SIP (System Identification Profile), DIP (DIACAP Implementation Plan), DIACAP Scorecard, RMF Security Plan and Security Assessment Report (SAR), and appropriate artifacts for each MAC II/III/Sensitive control POA&M (Plan of Action and Milestones).

Additionally, the Contractor shall support the development and execution of security test plans and procedures and work with project personnel and Government authorities to mitigate discovered risks and deficiencies. The Contractor shall develop transition RMF plans and schedules and raise any issues/concerns to the Government Cybersecurity Lead as necessary. The Contractor shall provide security related advice and assistance to system engineers and program managers on security related matters and develop security related procedures, policies, and technical recommendations, as required. The Contractor shall work with NEDC customers and other hosting facilities to develop RMF documentation for system transition and attend collaboration meetings as a representative of the cybersecurity team.

4.3.4 Database Design/Development/Build Specialist

The Contractor shall design and implement the logical and physical data models for On-line Transaction Processing (OLTP) and On-line Analytical Processing (OLAP) data architectures and define the database architecture that maximizes availability, usability, performance, scalability, and fault tolerance. The Contractor shall design and develop application/system-specific environments capable of supporting test and evaluation (T&E), development, and production in support of transition and sustainment activities. The Contractor shall support data engineering integration. The Contractor shall review requirements developed by the Government, as related to system transition, systems integration, and hosting data engineering

activities for Classified (SIPR) and Unclassified (NIPR) systems. The reviews will take place both during integration and prior to starting the transition to sustainment process.

The Contractor shall provide troubleshooting support for migrating applications, to include but not limited to, COTS software configuration, connectivity between COTS applications and databases, data center replication, and Disaster Recovery (DR) configurations. The Contractor shall support the establishment of program configuration for back-ups and recovery, and preparation of COOP activities. The Contractor shall establish Log Rolling for databases between the hosting and transition sites, as appropriate, in order to minimize the volume of data transfer activities throughout the transition process.

4.3.5 Draftsman

The Contractor shall prepare drawings in support of architecture designs for legacy and to-be data center environments. The Contractor shall produce Upgrade Design Drawings and As Built Drawings, which reflect items such as rack elevations, cable runs, and power distribution. The Contractor shall communicate engineering ideas, designs, and information in support of engineering functions.

4.3.6 Documentation Specialist

The Contractor shall prepare and/or maintain systems, programming, and operations documentation, procedures, and methods in support of engineering functions. The documents should be readily accessible and available to the government.

4.3.7 Systems Administration

The Contractor shall support activities required during transition to ensure availability of computer systems. The Contractor shall configure the server operating systems and system software during transition, as defined by the Government, and ensure that all systems, networks, servers, or associated devices procured and/or connected to a Navy network for integration purposes have completed DADMS registration and received FAM approval.

The Contractor shall assist the Government with software and hardware upgrade planning, testing, and implementation during transition and define data transfer and communication protocols that meet DON and DoD security policies during transition.

The Contractor shall ensure that servers are secured in accordance with Information Systems Security (INFOSEC) policies. The Contractor shall assist with system recovery and restore backup tapes in the event of system failure during transition. The Contractor shall integrate PKI Certificates for encrypted Secure Sockets Layer (SSL) communications on the Web servers during integration and install required security patches on operating system and system software packages, as required, by Information Assurance Vulnerability Management (IAVM) bulletins, as requested by the Government during integration. The Contractor shall provide reporting with regards to IAVM compliance and requirements to the designated Government POC during integration (CDRL A001).

The Contractor shall assist the Government with software and hardware integration planning, testing, implementation of hardware and software designs during integration, and define data transfer and communication protocols that meet DoN and DoD security policies during integration. The Contractor shall support the build-out of COOP environments during implementation both locally and remotely for data center, and provide sealed envelope with password changes to the Government Data Center Operations Manager.

4.3.8 Software Maintenance

The Contractor shall procure software and licenses and maintenance renewals of licenses, as needed, when identified by the Government. The Contractor shall track all software requirements for each system, keep status of license distribution to the NEDCs and maintenance renewal dates, and provide a report to the Government Transition Lead. The Contractor shall also provide updates as these items change or become due for renewal. All software shall be titled to the U.S. Government; shall be perpetual; and shall be provided with license rights no less than the rights with the software and the software documentation when sold to the public. The software purchased shall be sent to the appropriate NEDC for use, as directed by the Transition Lead.

4.3.9 Miscellaneous ODCs

The Contractor shall pack and relocate hardware and miscellaneous items from legacy sites to applicable NEDC sites as required in order to complete transitions. Commercial carrier shall be used for transport. The Government will serve as a self-insurer for equipment in transport. Where available, dollies at the site will be made available for Contractor use. All equipment to be relocated shall be itemized by the contractor for approved by the Government COR prior to relocation. In addition, the Contractor shall procure miscellaneous hardware (e.g. cables, disks, protective gear) required to support transitions and report the items in the CDRL A005. Purchases shall be placed in accordance with the Contractor's approved purchasing system to include but not limited to DFARS 208.74, and shall be made only after a priced and competed (where appropriate) listing of the hardware is approved by the Contracting Officer; Government reimbursement shall be at actual cost of the hardware plus material handling (as applicable). Purchases shall be Year 2000 compliant.

4.4 Task 3 – Project Management

The Contractor shall identify a Senior Project Manager and a Project Planning Manager. The Senior Project Manager shall be designated as Key Personnel on this task order. These full time equivalents (FTEs) shall work up to 1920 hours/year (assuming a 40 hour work week.); coordinate the execution of this task order.

4.4.1 Senior Project Manager

The Contractor shall perform the following activities:

- Act as the single focal point within the Contractor's organization for all required project status and coordination;
- Establish an organization responsible for accomplishing the requirements of this task order;

- Provide oversight and control of all staff, subcontractors and associated activities under this task order and define objectives for their Contractor team;
- Work with the Task Order Contracting Officer's Representative (COR) and the Task Order PCO to negotiate the efforts associated with the Work Authorization Letter (WAL); ;
- Develop and provide the staffing plans and schedules for the requirements described in the WALs for task execution;
- Report costs, schedule, and performance at the task level for all tasks in the task order;
- Have sufficient authority to direct, execute, and control all elements of this task order;
- Be prepared, at all times, to present and discuss the current status of the task order.
- Demonstrate the ability to achieve innovative solutions to improve cost, performance, and schedule.

4.4.2 Project Planning Manager

The Contractor shall develop and maintain an IMS detailing the tasks and subtasks to achieve the required tasking in this PWS. The contractor will provide alternative scenarios and be able to identify how a change of any task/subtask impacts the critical path. The Contractor shall assist and provide inputs for the establishment of cost, technical (performance) and schedule baselines as assigned. The Contractor shall coordinate and integrate each site's schedule and milestones into the IMS; relate technical schedule baselines into the IMS for each affected site; prepare documentation that depicts the milestones, schedules, and inter-dependencies on a composite, functional area, and on an individual site basis; and record the achievement of each milestone and identify the revisions necessary for the IMS for missed milestones.

4.5 Monthly Status Report (MSR) and Meetings

The Contractor shall provide a monthly status report. The report shall document accomplishments, significant challenges or risks encountered pertaining to the modernization, virtualization, and migration process for all tasks in Section 4.0. The Contractor shall hold monthly Program Management Reviews (PMR) with the Government to discuss accomplishments and/or challenges pertaining to the program. This CDRL shall also include cost expenditures tracking (CDRL A005). The Contractor shall participate, via video teleconference, teleconference, and/or in person, in the Government's Preliminary Design Review (PDR) meetings. The PDR will be scheduled by the Government and are held after the delivery of each EA.

4.6 Integrated Master Schedule

The Contractor shall develop, provide, and maintain a monthly Integrated Master Schedule and develop, maintain, and deliver a Contract Work Breakdown Structure (CWBS) (CDRL A006-7). The IMS shall be maintained and made available to the Government during contract performance upon request. The IMS is intended as a tool for day-to-day tracking of the program/project that rolls up to increasingly higher summary levels of tasks/subtasks. For all activities, events, and milestones the Contractor will provide a task number, task name, duration, predecessor tasks, resource, start date and finish date, illustrate the proper interdependencies of all activities, events and milestones, provide the ground rules and assumptions used in estimating the task duration shown in the schedule (e.g., historical data, experience on similar efforts, vendor schedules,

number of work days per week, number of shifts, and company holidays), and identify the program's critical path for the period of performance defined by the task force, provide supporting narrative that explains the critical path, and any unusual program aspects. Additonally, the Contractor shall participate in, and complete a baseline review no later than 90 days after contract award. The review shall demonstrate that the Contractor's work is adequately planned, with complete coverage of the PWS, and allocated resources (CDRL A008).

4.7 Post Award Conference

The Contractor shall hold a Post-Award Conference within 20 working days after task order award at a Government hosted site in San Diego, CA. Attendees will be determined by the Government. The Government, in coordination with the Contractor, will establish the specific date. At a minimum, the following topics will be discussed at the conference:

A. Identify and introduce the Contractor's team.
B. Explain the Contractor's organization, plans, procedures, and schedules to execute this task order.
C. Present the Contractor's status reporting procedures, designated lines of authority that shall be implemented to accomplish the requirements of the task order.
D. Present the Contractor's staffing plan (ramp up through full staffing by month).
E. Identify status of subcontracts in effect or anticipated.
F. Allocate time for the Government to present its organization, plans, procedures, Work Breakdown Structure (WBS), schedules, and concerns.
G. Allocate time for an open forum to discuss contract-related issues.

5.0 CONTRACT DELIVERABLES

The Contractor shall provide the following deliverables in accordance with the below listed schedule:

CDRL #	Deliverable	Frequency	Task
A001	Engineering Analysis & Drawings	Within 45 days after completion of ASHRD	PWS PARAS 4.1, 4.3.1, 4.3.2, and 4.3.7
A002	Modernization Plans	Within 45 days after completion of ASHRD	PWS PARA 4.2.1
A003	Virtualization Plans	Within 45 days after completion of ASHRD	PWS PARA 4.2.2
A004	Migration Plan & Deliverables	Within 45 days after completion of ASHRD	PWS PARA 4.2.3
A005	Monthly Status Report (MSR)	Due the 15th day after the end of the prior month	PWS PARA 4.3.9 and 4.5

A006	Integrated Program Management Report (IPMR)	Draft IMS (as read-ahead) due 2 weeks prior to IBR; Baseline IMS due at IBR	PWS PARA 4.6
A007	Contract Work Breakdown Structure (CWBS)	Draft CWBS due at post-award conference meeting; draft CWBS due within 45 calendar days of contract award	PWS PARA 4.6
A008	Baseline Review	Meeting held no later than 90 days after contract award; read-ahead documentation shall be submitted to DCAO 2 weeks (14 calendar days) priort to IBR meeting	PWS PARA 4.6
A009	Trip/Activity Reports	5 days after completion of trip	All tasks
A010	Transition Report	2 weeks prior to end of Period of Performance	PWS PARA 16.0

6.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The QASP (see task order QASP, Attachment 3) shall be used to monitor performance and to identify the required documentation and the approach to be employed. The QASP provides a means for evaluating whether the Contractor is meeting the performance standards/quality levels.

Performance standards at a minimum shall include:

- Quality #1 - Documents that are complete; have no flawed information, analyses, assumptions or conclusions; and have a minimum number of minor grammatical errors (i.e. errors in less than 10% of the pages)
- Quality #2 - Performance meets contractual requirements. The contract performance of the element or sub-element contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory.
- Schedule - On time scheduled delivery is defined as meeting the Integrated Master Schedule Milestone delivery dates (not counting excusable delays)
- Cost Control - Accurate Forecasting, Managing and Controlling Cost.
- Business Relations - Customer satisfaction is based on the number of positive or negative responses COR receives from customers

7.0 PLACE OF PERFORMANCE

The work on this task order shall be performed at the Contractor facility and on the Navy-mandated hosting facilities including NEDCs, DISA, NMCI/NGEN and commercial hosting facilites.

8.0 HOURS OF OPERATION

In addition to the requirements in Clause C-4, the Contractor shall work the necessary work schedule to accommodate transitions of legacy sites into a Government approved hosting environment. Transition activities will include working holidays and weekends. The Project Manager shall work a schedule that supports the Government leadership team to ensure maximum availability for communications and meeting attendance.

9.0 TRAVEL REQUIREMENTS

Contractor personnel will be required to travel to support the requirements of this task order. The estimated duration of the trips is between three and five days each, to be supported by one to two travelers for each trip, as required by the task. The location of these trips is to be determined, but it is projected that there may be trips to the following locations:

a. Norfolk, VA
b. Washington DC
c. Mechanicsburg, PA
d. Patuxent River, MD
e. Pearl Harbor, HI
f. San Diego, CA
g. Charleston, SC
h. New Orleans, LA
i. Jacksonville, FL
j. Bremerton, WA
k. Ogden, UT
l. Oklahoma City, OK
m. San Antonio, TX
n. St. Louis, MO
o. Columbus, OH
p. Montgomery, AL
q. Warner Robins, GA

The Contractor shall utilize the electronic Travel Request form (provided separately) for all required travel in support of this task order. The request for all routine travel shall be made via email to the Task Order COR no later than five working days in advance of travel date for final approval. Trip/Activity Reports shall be completed and submitted to the Task Order COR per the CDRL (CDRL A009). Invoices for travel shall cross reference the number of the travel authorization request that was approved.

The travel request shall include the following:

- Traveler's Name
- Name of specific Government Technical POC requesting the travel
- Name of Data Center travel is required for
- Applicable PWS Paragraph number
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate, with a breakout of lodging, per diem rates, mileage, airfare rate and number of rental cars and rates planned
- Total travel funds expended to date
- Balance of authorized travel funding

If any travel arrangements cause additional costs that exceed those previously negotiated, written approval by Order modification issued by the Contracting Officer is required, prior to undertaking such travel. Costs associated with contractor travel shall be in accordance with FAR Part 31.205-46, Travel Costs and air travel shall not exceed best available coach rates.

10.0 SECURITY

The requirements of this PWS will be met at or below the SECRET level. All work is to be performed in accordance with the Department of Defense Contract Security Classification Specification, DD Form 254. Information assurance and Contractor personnel requiring access to SPAWAR facilities and DoD information systems will be determined in accordance with the directives in Section 3.0.

If due to the nature of the work to be performed under this task order, access is required to sensitive or Classified (SIPR) DoD/Navy information technology systems, SPAWAR facilities, Government Furnished Information (GFI) or the position is Classified (SIPR) or sensitive, only U.S. citizens with a Secret clearance will be allowed to perform under this task order. Requests for waivers to this requirement will be reviewed in accordance with the above directives and notification of approved waivers will be made in writing by the Contracting Officer or designated representative.

The Government will provide NMCI Common Access Cards (CAC's) for the performance of this Task Order. The Contractor PM is responsible for notifying the Task Order COR when an employee who has been issued a CAC leaves the company or transfers to another program/project. In the case of an employee who no longer works for the company, the Contractor shall collect the CAC and turn it over to the Task Order COR or their specified recipient within two (2) working days of the employee's departure.

All employees who work on this task must meet the International Traffic in Arms Regulations (22 CFR Ch. 1 (4-1-12 Edition) contained in § 120.1, (2) (c) with respect to personnel eligibility requirements. All contractors who require privileged access to DoD systems shall be US citizens and shall meet DODI 8570-1 certification requirements.

11.0 TASK ASSIGNMENTS

All assignments will be issued via Work Authorization Letters (WALs) under this order, unless otherwise noted below. The WAL will include, at a minimum, a task description, required skill/mix/hours, period and place of performance, funding and CLINs to be used for services to be delivered other than those provided by the Project Manager. The Task Order COR will coordinate all taskings with the PCO prior to issuing the WALs to the Contractor. All work shall be performed in accordance with the terms of the Basic Contract and this task order.

12.0 GOVERNMENT FURNISHED PROPERTY

The Government will provide laptops to contractors who need access the RDT&E or NMCI/NGEN network.

13.0 WIDE AREA WORK FORCE (WAWF) INVOICING REQUIREMENTS

The Contractor shall notify the Task Order COR via e-mail when the Contractor submits invoices to WAWF. The Contractor shall also provide a soft copy of the invoice, and any supporting documentation as requested by the Task Order COR, in order to assist the Task Order COR in validating the invoiced amount against the services provided during the billing cycle.

14.0 VOUCHER SUBMISSIONS

In addition to the requirements set forth in clause G-2 (INVOICING AND PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS), and H-1 (5252.232-9206 SEGREGATION OF COSTS (DEC 2003), the Contractor shall include in the voucher submittals the following detailed information:

(a) For CPFF CLINs – Invoices shall include number of hours worked by specific Labor Category, the applicable hourly rate, and the associated Work Authorization Letter.

(b) For ODC Travel CLINs – Invoices for travel shall cross reference the number of the travel authorization request that was approved and the associated Work Authorization Letter, if applicable. It shall also include the breakdown of the actual travel and per diem costs by individual traveler.

(c) For ODC IT Solution Software CLINs – Invoices shall clearly delineate the description, quantity, unit cost of the item(s) purchased, extended price, and the associated Work Authorization Letter. Detail of equipment relocation expenses shall be traceable to the CORs relocation authorization.

All vouchers shall be consolidated for the prime and for all the subcontractors for all work conducted in the prior period, and shall be reflect the same period of performance in for the invoice submitted in WAWF to the COR as back up data for the invoice submission. The vouchered costs for the preceding month shall be reflected in the MSR CDRL covering the same reporting period.

15.0 CONTRACTOR EMPLOYEE IDENTIFICATION

For all services provided by the Contractor under this PWS and associated Task Order, the Contractor's employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges

with their name and corporate affiliation or other comparable visible identification while on Government site. Additionally, the Contractor's personnel shall appropriately identify themselves as Contractor employees and their company in telephone conversations and in formal and informal written correspondence, to include e-mail.

16.0 TASK ORDER TRANSITION

Two weeks prior the end of the Period of Performance for this task order, the Contractor shall report the status of all deliverables and work in progress. The Contractor shall submit a Transition Report (CDRL A010) to the Task Order COR and provide any draft documentation and supporting documentation for work in progress to ensure a smooth transition of services back to the Government. Draft and supporting documents include, but are not be limited to, schedules, outstanding action items, engineering documents, and drawings. The Contractor shall work with the Task Order COR to turn in badges and facilitate appropriate transition activities in preparation for completion of this task order. The Contractor shall assume full responsibility for the turnover of work in progress.